This Notice Expires 31 July 1977

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 5-8

PUBLICATIONS
13 April 1976

NEW PUBLICATIONS PROCEDURES

STAT

The attached Production Services Group (PSG) Notice should

assist offices in [          ] in taking advantage of new publica-

tions equipment located in the Production Branch/Publications

Division/PSG in Room 4N 208.

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Executive Officer

Distribution:  B

**Declassification Review by NGA**

# PSG NOTICE

The Production Branch, Publications Division, PSG, has recently installed an optical character reader (OCR) that should be of interest to offices in the Building which produce printed reports. This equipment has the capability to scan typewritten text and convert it to a medium which can then be run through a phototypesetting system *without* having to retype it. This notice has been prepared on the new system. The end product is typeset copy with justified (even right and left) margins, bold face headings, various type sizes and styles, more words per page, higher quality, and improved readability.

OCR offers substantial economies of operation. In the past, most of the copy received in the division had to be typed again to put it into final form. This typing introduced new errors, which meant that the copy also had to be proofread and corrected. By having our customers prepare copy which can be optically scanned, we eliminate some of the major costs of publications production.

Another area of cost reduction concerns the use of automatic typewriters, whether magnetic (mag) card or mag tape. In the hands of a skilled operator, these machines can do wonders, but they are expensive. The Center presently spends [            ] per year on automatic typewriter rental, and a study is presently underway to determine if we are getting the most from our machines. Our point here is only to call your attention to the fact that if you have a mag card typewriter which is primarily used to produce final, camera-ready copy for printing, you might consider the alternative of an IBM Selectric typewriter which can be *purchased* for less than three months' *rental* of a Mag Card II unit. Copy to be scanned does not have to be error free, although there are basic rules for copy preparation which must be followed.    STAT

A third area where money can be saved is in the preparation of viewgraphs that consist primarily of text. If the proper planning is done at the beginning, the copy can be typed for OCR scanning and the finished type can be set larger to fit a viewgraph frame. Viewgraphs are prepared in the Visual Presentation Branch of the Imagery Services Division, but we support them with typography when requested.

The OCR equipment also makes our operation more versatile. There are dozens of late-model, IBM Selectric typewriters located in [            ] and each one, when equipped with the proper typing element, is a potential input device to our new system. The system also accepts copy from mag card typewriters, provided the basic rules for copy preparation are followed.    STAT

The example on the next page shows some copy typed for scanning and the same copy after it was scanned and set in type. Notice that the # is used to correct an incorrect character, and the + typed after an incorrect word deletes the whole word. Words can even be deleted with a black felt-tip pen. There are other features of the system which make it easy on the typist.

If you have material which would lend itself to this operation, please come and see us as early in the process as possible so that ground rules and instructions can be given. For a demonstration and more information contact [            ]    STAT

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ΔPD      This copy was prepae#red on an IBM Selectric II

typewriter set n#on 10 pitch and equipped with a modified Courier

12 typing element.  The finished type will be in 12 point size,

although it could just as easily have been set larger or smaller.

Some of the earlier character readers required the use oa#f an

alphabet designed for machine readabilitt#y, which+ with considerable

sacrifice of humam+ human readability.  This type is not difficult

for people to read, and the OCR can also read it easily.  ΔF2 These

words should should be in italic type.  ΔF3 These words should appear

in bole+ bolde# type. [v020]ΔF1Δ9

        The type in this paragraph shu#ould be set in 9 point

type.  These simple commands typed in the copy ΔF2 tell the typewr+

typesetter to change size, style, or formats# of the finished product.

ΔET

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This copy was prepared on an IBM Selectric II typewriter set on 10 pitch and equipped with a modified Courier 12 typing element. The finished type will be in 12 point size, although it could just as easily have been set larger or smaller. Some of the earlier character readers required the use of an alphabet designed for machine readability, with considerable sacrifice of human readability. This type is not difficult for people to read, and the OCR can also read it easily. *These words should be in italic type.* **These words should appear in bold type.**

The type in this paragraph should be set in 9 point type. These simple commands typed in the copy *tell the typesetter to change size, style, or format of the finished product.*